

# Operations manager

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Location: Oxford (though exceptional candidates could work remotely by negotiation)

Salary: £15K per annum

Hours: Full time

## Centre for Effective Altruism

Centre for Effective Altruism is a charity that aims to help others as much as possible. Its two most prominent projects to date are Giving What We Can and 80,000 Hours.

Giving What We Can is an international society currently dedicated to the elimination of poverty in the developing world. Its community of members donate at least ten percent of their incomes to the most cost-effective charities, which are determined through extensive comparative analysis.

80,000 Hours is a community that encourages people to become effective altruists.

Effective altruists are individuals who dedicate their careers to helping others, and try to make their help as effective as possible.

## Context

The Centre for Effective Altruism is a young, exciting, and rapidly expanding organisation that is currently considering taking on new staff. We are looking for intelligent, organised individuals to ensure the safe running of our organisation

## Role

The successful applicant will be able to contribute to some or all of the following efforts:

- Fulfilling the requirements on being a charity set out by the Charities Commission
- Managing our financial accounts
- Coordination of the writing of our annual report
- Human resources
- Tracking our progress as an organisation relative to our aims

## Skills

The successful applicant will have the following essential skills:

- Strong numerical ability
- Excellent time management
- Ability to perform well under the stress of tight deadlines

The successful applicant may have the following desirable skills:

- Experience managing a small team of staff and/or dedicated volunteers

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- Understanding of the Centre for Effective Altruism's conception of making a positive impact on the world - namely, thinking rigorously and quantitatively about the *difference* that one makes, and a willingness to make decisions on the basis of making as great a positive difference as possible.
- Experience writing clear, concise and interesting copy for electronic and printed materials
- Experience developing and maintaining large databases